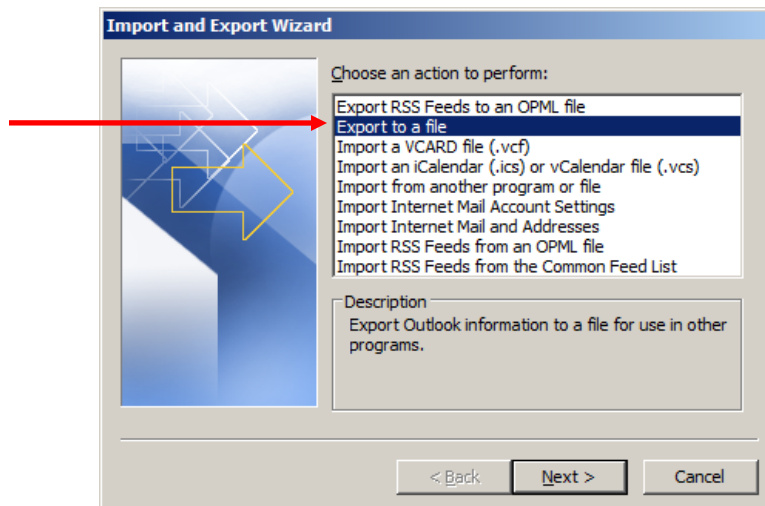For the mailbox to migrate properly it will need to be 50MB or smaller prior to the organizations established migration date. This guide will explain how to export the mailbox and its subfolders to a PST file that can be used post-migration.

1. To export the mailbox and its subfolders to a PST file open **Outlook**. From the toolbar choose **File** then **Import and Export**.
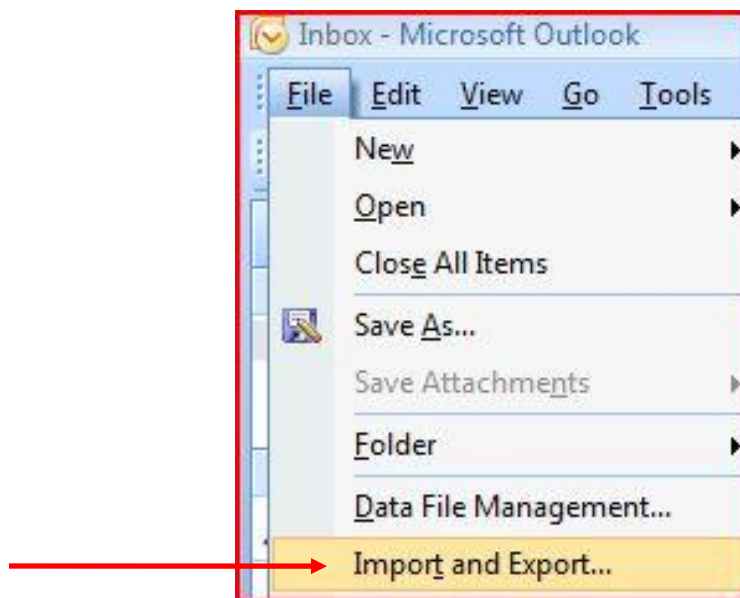
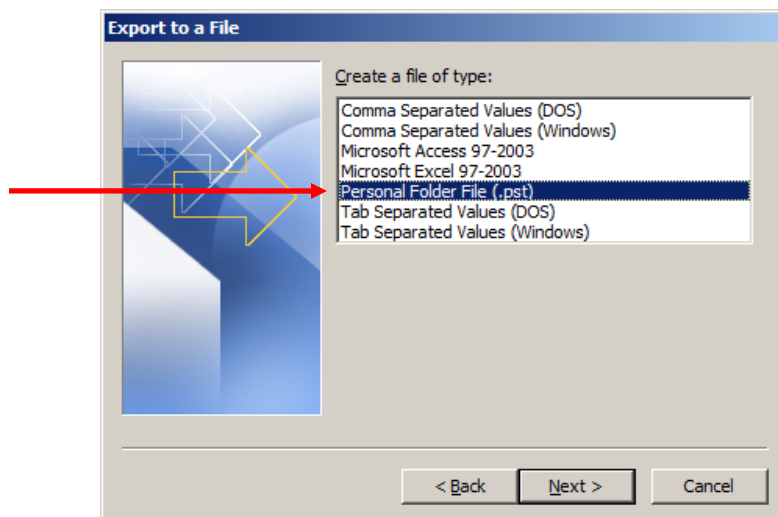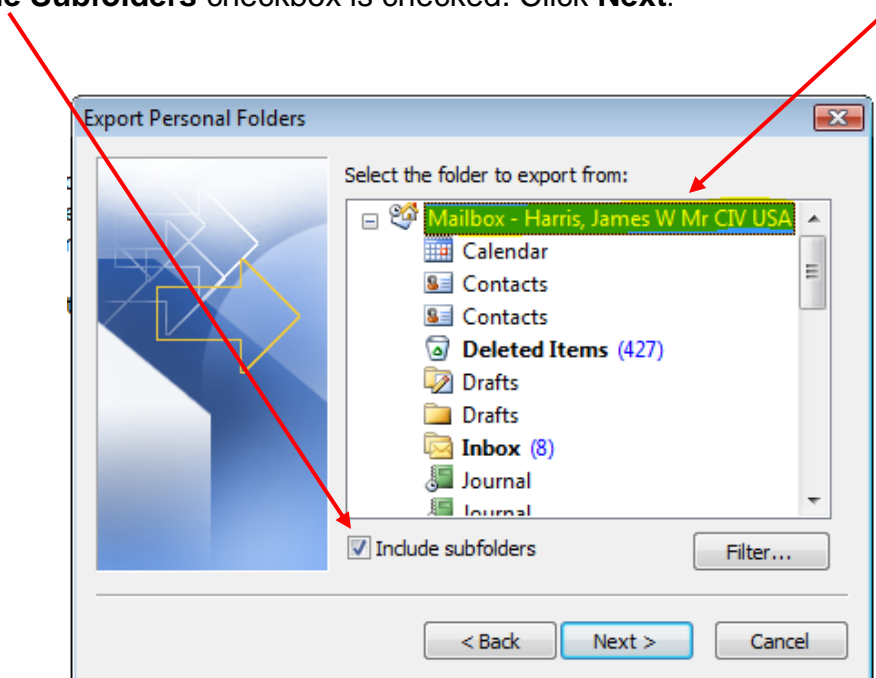2. Select "**Export to a file**" then click **Next**.

3. In the **Export to a File** window select "**Personal Folder File (.pst)**" then click Next.

4. Select the mailbox (**Mailbox – Username**) as the folder to export from. Ensure **Include Subfolders** checkbox is checked. Click **Next**.
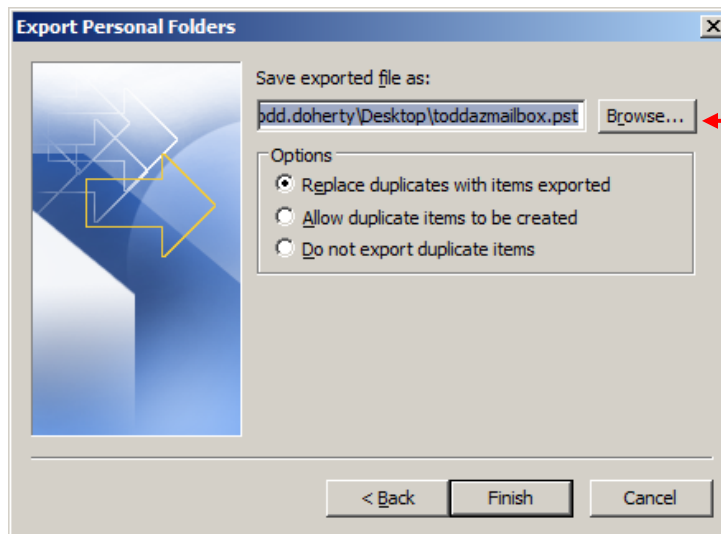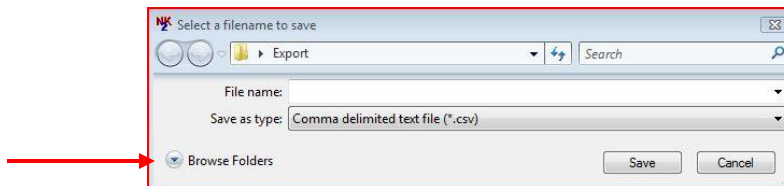
5. In the **Export Personal Folders** window click the **Browse** button.

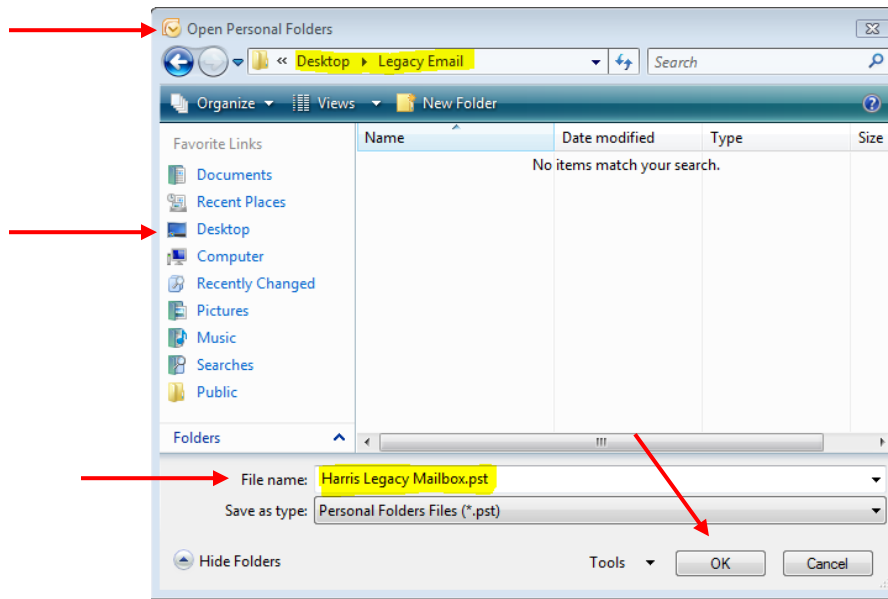*** **NOTE** *** You may be presented with the following window:
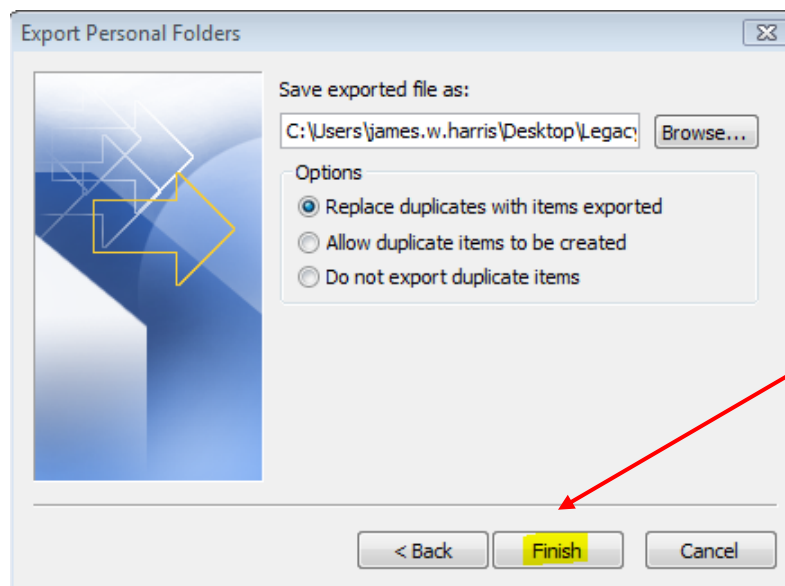

Click **Browse Folders**.

6. In the **Open Personal Folders** window, select **Desktop**. Double click the **Legacy Email** folder. In the **File name** field type "*Lastname* Legacy Mailbox.pst" where *Lastname* is replaced with your name. Click **OK**.

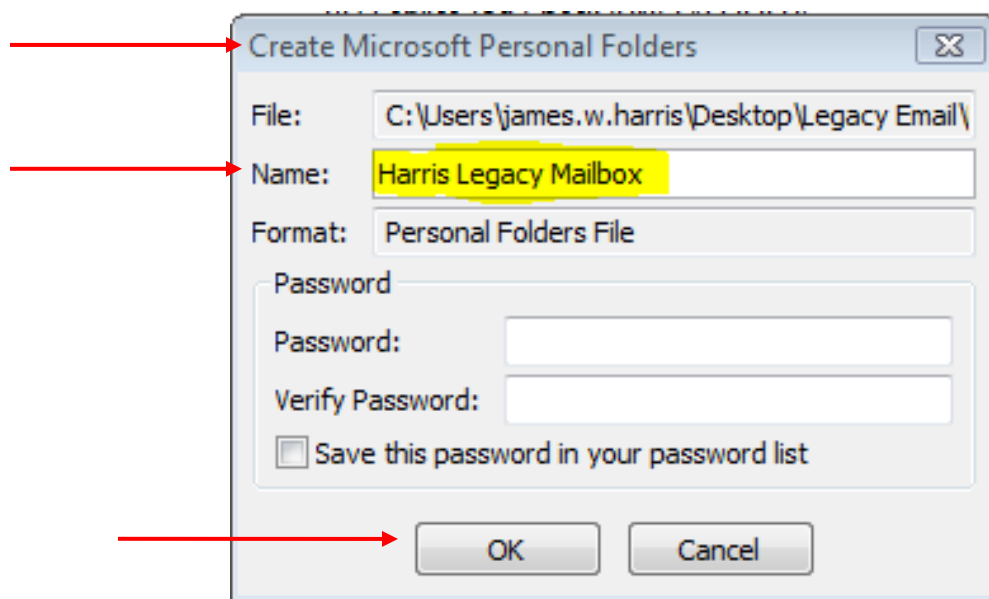8. When the **Export Personal Folders** window appears click **Finish**.

9. At the **Create Microsoft Personal Folders** window enter a name for the personal folder in the **Name** field. It is recommended that entry follow the "Lastname Legacy Mailbox" construct. **DO NOT CREATE A PASSWORD**. Click **OK**.

10. The progress bar will go through each folder in the mailbox. This window will disappear when the export process has completed.
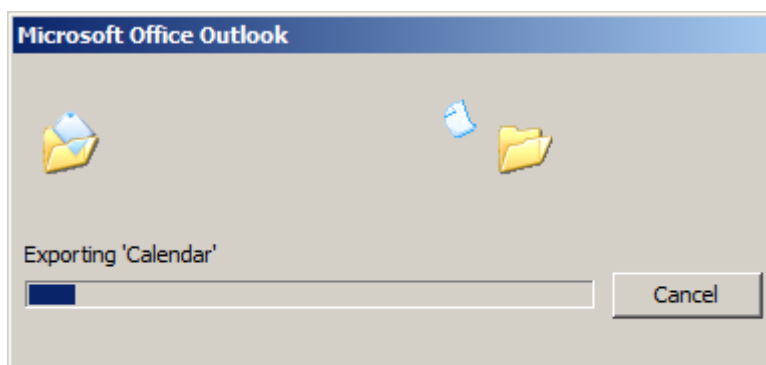
11. The legacy mailbox will now be exported to the following location:

    C:\Users***YOUR USER NAME***\Desktop\Legacy Email

Enterprise Email
Pre-Migration Step 3B
Export Your Mailbox to a PST File

7. You have now completed Step 3B. Continue with Step 3C.